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CONFIDENTIAL

OTE 87-7660

11 JUN 1987

MEMORANDUM FOR: Deputy Director of Communications

FROM: [redacted] 25X1
Director of Training and Education

SUBJECT: Tuition Assistance Program

1. Thank you for agreeing to participate in the first running of the Tuition Assistance Program [redacted]. You are scheduled 25X1
to address the class on Thursday, 18 June, from 1300-1350 on the subject: Overview of the Office of Communications.

2. There are [redacted] students in the program all of whom have a Top 25X1
Secret clearance including a full background investigation and polygraph examination. Most of the students will be starting their senior year of college in the fall; a few are graduate students working on a Masters degree. They will return to the Agency next year as Career Trainees. [redacted] 25X1

[redacted] 25X1

4. Your presentation will take place at the Xerox Training Center, located on Rte 7, near Leesburg. Enclosed you will find a map with directions to the Center. Driving time from CofC or Headquarters is approximately 45 minutes (please allow extra travel time). At the gate, you must give your name to the guard who, in 25X1
turn, will give you a parking permit. [redacted]

[redacted] 25X1

[redacted] 25X1

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5. A member of the Career Training Division staff will telephone you a few days beforehand as a reminder of your presentation. If you have media requirements, let us know at that time.

6. We appreciate very much your willingness to help us with the program.

25X1

Attachment:
as stated

cc w/o attachment
D/OTE
CTD
OTE Registry

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